

**Borough of Greencastle
Job Description**

Title: Part-Time Administrative Receptionist

Definition:

This position involves semi-skilled work. The employee completes typical office/secretarial tasks, serves as the first point of contact for all customers conducting business in the Borough office, receipts payments for borough services and serves as an office assistant for other borough staff. The work requires excellent oral and written communication skills, adaptable interpersonal skills, knowledge of computers and a variety of computer software programs and organizational filing. A working knowledge and familiarity with accounting practices and procedures is preferred.

Typical Examples of Work Performed

- Answer telephones and periodically transfer calls to the appropriate department;
- Accurately type letters, forms, minutes of meetings, and other documents;
- Receipt payments regarding customer utility bills and invoices for borough operations;
- Prepare, type and process Accounts Receivable invoices on a monthly basis; be able to prepare delinquency charges;
- Process all incoming and outgoing borough mail;
- File invoices, permits and all other borough documents and maintain an organized filing system for such documents;
- Assist the Borough Manager with property maintenance code enforcement;
- Serve as the purchaser for items need by department heads or other borough staff;
- Conduct other functions as directed by the Borough manager on a daily, monthly or annual basis.

Education, Required Knowledge, Skills and Abilities

- A high school diploma or general equivalency diploma (GED) is required. Previous training or education in business functions and/or previous secretarial work experience is preferred;
- Possess a strong initiative to be self-motivated and work independently with minimal supervision;
- Knowledge of English grammar, punctuation and spelling;
- Possess efficient typing skills;
- An advanced knowledge of Microsoft software, including Word, Excel and Outlook.
- Ability to adapt to complex computer software programs in order to perform various functions within the position;
- Ability to organize, sort and file documents properly and consistently;
- Ability to submit work by the deadline assigned that shows accuracy and competency;
- Ability to receive and provide information and respond to inquiries and complaints from the general public;
- Knowledge of office equipment, procedures, conduct, and actions necessary in order to maintain effective cooperation;
- Ability to possess strong customer service skills;
- Tenacity to strive forward in complicated situations;
- Able to promote a good working relationship with personnel from the Borough, other governmental agencies and the general public.

I acknowledge that I have read the "Typical Examples of Work Performed" and "Required Knowledge, Skills, Abilities, Education, and Licensing Stipulations" for the Administrative Receptionist position; and I certify that I can perform these functions.

(Applicant Signature)

(Date)

(Witness Signature)

Management has the right to recommend to the Personnel Committee additions and/or modifications to duties of the position at any time